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NEOPA Newsletters

NEOPA-Nebraska Educational Office Professionals  
Association

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Fall 2008

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## Nebraska Educational Office Professionals Association



Carol Bom, CEOE, President; Alice Fournell, Vice President; Sue Gilleland, Secretary; Karen Kloch, Treasurer. Lola Young, CEOE, Central Area Director installing new officers. (Back to Camera)

### New Beginnings

Submitted by Carol Bom, CEOE

On June 19, 2008, new officers were installed at a local association. Why all the excitement? Because this is a newly formed local association here in the state of Nebraska. Officially, the name of the association is "Nebraska Department of Education Office Professionals Association" or "NDEOPA."

The four newly installed officers were: President: Carol Bom, CEOE; Vice President: Alice Fournell; Secretary: Sue Gilleland; and Treasurer: Karen Kloch.

The new association has 12 members. Besides the board members listed above, active members include: Debe Dockhorn; Jan Drbal; Linda Kamble; Patsy Shald; Lora Sypal; Susann Wenzl; and Rhonda Wisdom. Audrey Schardt, a long time NEOPA member who works in the state office building, is an Associate Member.

The Board of Directors is working to put together programs for the fall meetings. Fundraising ideas are also being discussed. You may have met some of our members at one of the last two NEOPA functions – the 2007 fall workshop or 2008 spring conference. These people helped draft a great set of Bylaws and will be instrumental in recruiting members at the Nebraska Department of Education.

Many thanks to Lola Young, CEOE, Central Area Director, for performing the installation of officers, and to Chris Cary, CEOE and Becky Hastings, for representing NEOPA at the installation.

We're excited to have a new local association at NDE, and look forward to networking with other educational office professionals around the great state of Nebraska!

September Update: We held our first meeting on Thursday, September 18. We now have 20 members! Thanks to Debbie Hendricks, CEOE, for being our first speaker.



# From the Editors



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## The NEON is trying to go Green.

In an effort to contain the costs and environmental impact of the NEON we had asked members to respond as to which format they would like to receive the NEON.

Choices include:

- 1) an attachment to an email
- 2) notification that an article is posted on the NEOPA website
- 3) mailed to your local chapter for distribution (if you belong to a local chapter)
- 4) mailed directly to your home.



The results to date are:

52 emailed newsletters  
128 mail to local chapters  
45 mailed to individual homes

**If you would like to be added to our email notification rather than a printed copy please contact us before the next NEON.**

Each 36 page black and white NEON costs approximately \$1.80 to print and approximately \$1.30 to mail out individually.

Thank You

## Thank You

We would like to thank everyone who has helped us with our first newsletter. From those that submitted articles or pictures, to our proof readers, to WEOPA in helping us put together the newsletter and prepare for mailing.

If you have other suggestions please feel to contact either of us at:

**Cindy Franzen**  
cifranz1@wsc.edu

**Suzanne Penn**  
supenn1@wsc.edu

## Trivia Time



Look for the Trivia Questions throughout the newsletter. The questions were taken from the articles in the newsletter.

Email Cindy or Suzanne with your answers. All correct responders will be eligible for a drawing to win a grab bag prize.

## Workshop Update

Due to the cancelation of one of our speakers, the Fall Workshop has gone with a new speaker for the last session. Connie Hassler, LMT will speak on ***Stress Relief Through Massage, Yoga, and Breathing Techniques.***



## President's Message

I can't believe that the "new NEOPA year" is upon us. The NEOPA board of directors met in June to start planning the 2008/2009 year.

My goal this year is to build on NEOPA's success and make the most of the strengths each of you brings to the organization. Some of you may want to run for an office, be the director of a committee or serve on a committee. I know that each of you have knowledge, skills, and ideas that can be used to make our organization more successful than we already are! Don't just sit back and watch - volunteer. Attend as many conferences and workshops that you can - this will allow you to learn new information and to use that information to not only be successful within NEOPA, but also within your workplace.

Speaking of conferences, I had the honor of carrying the Nebraska state flag at the opening session of the National Association of Educational Office Professionals national conference that was held in Colorado in July. The annual national conference brings together educational office professionals from across the United States. Networking is done during the week and new friends made. A recap of the national conference is included in this newsletter.

The fall workshop will be held in Wayne, Nebraska, on October 17, 2008. See pages 23-26 for further details. I look forward to seeing you there.

Dr. Albert Schweitzer, Medical Missionary and Nobel Peace Prize Winner, once said, "Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful." I know that I enjoy my job at the University Nebraska-Lincoln working in the Inventory Department. I enjoyed leading my local organization - UNOPA and I look forward to being the President of our state organization - NEOPA.

Remember - the key to success is you!

Becky Hastings  
NEOPA President



Presidential Logo and Theme



**Becky Hastings**  
**2008-2009 President**  
**National Conference**

### Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession.

The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel education.





# 2008-2009 Board of Directors



## PRESIDENT

**Becky Hastings (UNOPA)**  
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Work: 402-472-2085  
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## PRESIDENT-ELECT/MEMBERSHIP COMMITTEE DIRECTOR

**Carol Reed (LPSAOP)**  
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## VICE PRESIDENT/MEETINGS COOR- DINATING COMMITTEE DIRECTOR

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## SECRETARY

**Judy Anderson (UNOPA)**  
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## TREASURER

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## PAST PRESIDENT/FIELD SERVICE COMMITTEE DIRECTOR

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## AWARDS COMMITTEE DIRECTOR

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## BYLAWS COMMITTEE DIRECTOR

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## NOMINATING COMMITTEE DIRECTOR

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## PROFESSIONAL STANDARDS COMMITTEE DIRECTOR

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## WAYS AND MEANS COMMITTEE DIRECTORS

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**Linda Luedtke, CEOE (UNOPA)**  
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## PRESIDENTIAL ADVISOR

**Carol Bom, CEOE (NDEOPA)**  
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## MEETINGS GUIDELINES REVISIONS

**Lisa Morehouse, CEOE (LPSAOP)**  
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The best leader is the one who has the sense to surround himself with winning people.—  
unknown



# 2008—2009 Calendar of Events

## Web Site Addresses

### NEOPA

<http://neopa.unl.edu>

### LPSAOP

<http://lpsaop.lps.org>

### UNOPA

<http://unopa.unl.edu>

### NAEOP

<http://naeop.org>

## Local Association Presidents

### LPSAOP

Lila Comer

[lcomer@lps.org](mailto:lcomer@lps.org)

### NDEOPA

Carol Bom, CEOE

[cbom@neb.rr.com](mailto:cbom@neb.rr.com)

### OEOPA

Vira Brooks

[Vira.brooks@ops.org](mailto:Vira.brooks@ops.org)

### UNOPA

Mary Guest, CEOE

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### WEOPA

Tammy Meier

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### SEOPA

Connie Thompson

[connieth@nppsd.org](mailto:connieth@nppsd.org)

## NEOPA Past Presidents

Jeanne Ann Kardell, CEOE

[jekarde1@wsc.edu](mailto:jekarde1@wsc.edu)

October 17, 2008 Friday	<b>NEOPA Fall Workshop and General Membership Meeting,</b> Wayne State College, Wayne, Nebraska
November 15, 2008 Saturday	<b>Deadline for the NEON articles -- Winter Edition</b> Submit to either Cindy Franzen or Suzanne Penn Co-Directors, Newsletter Committee
January 1, 2009 Thursday	<b>Deadline for Student Scholarships</b> to Joyce Trevett, Director, Awards Committee
January 15, 2009 Thursday	<b>PSP Application Deadline --</b> For more information contact Carol Packard, CEOE, Director, Professional Standards Committee
February 1, 2009 Sunday	<b>Deadline for the NEON Articles -- Spring Edition</b> Submit to either Cindy Franzen or Suzanne Penn Co-Directors, Newsletter Committee
March 15, 2009 Sunday	<b>Deadline for National Competitions -</b> publications/websites  <b>Marion T. Wood - Member Scholarship</b> <b>Mona Smith - Member Dependent Scholarship</b>  <b>NEOPA - Nebraska Educational Office</b> <b>Professionals Association Past Presidents</b> <b>Eva Sheaff Memorial Scholarship Guidelines</b>
April 16, 2009 Thursday	<b>NEOPA Executive Board Meeting,</b> Southeast Community College Continuing Education Center, Lincoln
April 17, 2009 Friday	<b>NEOPA Spring Conference,</b> Southeast Community College Continuing Education Center, Lincoln
May 1, 2009 Friday	<b>Deadline for Board of Directors</b> <b>Annual Reports to President, Becky Hastings</b>
May 1, 2009 Friday	<b>Deadline for</b> <b>NEOPA Educational Professional of the Year</b> to Joyce Trevett, Director, Awards Committee
May 15, 2009 Friday	<b>PSP Application Deadline --</b> For more information contact Carol Packard, CEOE, Director, Professional Standards Committee
July 20 to 24, 2009 Monday — Friday	<b>NAEOP Annual Conference</b> <b>Bloomington, MN</b>



# Meet Your Board of Directors

## Becky Hastings — NEOPA President



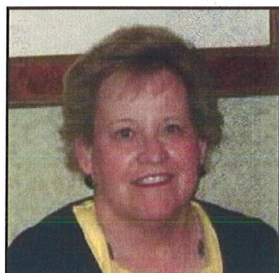
**Becky Hastings**  
President

My employment at the University of Nebraska-Lincoln began ten years ago in the Inventory Department and I'm still there today! I joined UNOPA right away that first year and have been privileged to serve on the Ways and Means Committee and had spent a few years on the Awards Committee – becoming the Director in '03-'04. My '04-'05 year was spent as President Elect, becoming President in '05-'06 and Past-President '06-'07. I have been a member of NEOPA for five years. I was the Director for the Bylaws Committee '06-'07, President-elect/Membership Director '07-'08, and this year I am serving as your President. I have also been a member of NAEOP for five years, serving on the Student Scholarship Committee for the past three years.

Serving in these different capacities has given me the opportunity to do things that I normally wouldn't experience. If you feel you've reached a point in your life where mundane daily events leave you feeling unfulfilled, consider running for a position on the Executive Board or being part of a committee, whether it be at the local, state, or national level. It will give you a larger perspective of the world in which you live. You can't help but come away from it knowing you gave a part of yourself and received so much more in return – I know I did.

My husband, Gary, and I are both members of the Nebraska Air National Guard. I enlisted when I was 18 years old, I can't believe I've been there 21 years this last January. My! How time flies! I enjoy spending time with our "kids" (two dogs, several cats, one horse and a donkey), riding motorcycles, being with my family and friends, and - after a day in the city - going home to the country surrounded by **peace and quiet!**

## Linda Teach, CEOE, — Treasurer



**Linda Teach**  
Treasurer

I have been working in an educational office setting for twenty-five years and am currently the office assistant in the Academic Affairs office at Wayne State College. Previously I served ten years in the office of 60+ Natural and Social Sciences faculty after transferring from Student Services where I worked for Career Services and the Learning Center. I have also been a faculty member at several colleges and substituted at surrounding schools in the Wayne area. I received my B.S. at Doane College; studied at the University of Copenhagen, Copenhagen, Denmark; M.S.E., Wayne State College, and have completed Post Graduate work.

I have been a member of NEOPA for ten years. I have attended many annual meetings and workshops, have been a committee chair and involved in all conferences held locally. I have served as NEOPA Secretary, as NEOPA Audit Director, and as a member of the Bylaws Committee. I have been a member of WEOPA for over fifteen years holding several elected and appointed positions, currently serving on the Web Site Committee. I have served as a representative for our local Support Staff Senate and am an active member of our local bargaining unit and several campus committees.

My husband also works for Wayne State as Director of Student Activities and the Student Center where we actively support several student groups. He is looking forward to retirement activities after this year. Our daughter is married and lives and works as a music teacher in Minnesota. Our son completed degree work in economics, business, and math at UNL and now works in farm credit leasing in Minneapolis, MN.

In my spare time I enjoy reading, craft work, gardening, sewing, and various community activities. I also cater special events when time permits and belong to several service organizations. I have held positions at local, area, state, and regional levels in several of these organizations.

## Joyce Trevett - Awards Committee Director



**Joyce Trevett**  
Awards Committee Director

I have been employed at Wayne State College in the School of Arts and Humanities for the past 16+ years. I am currently an Office Assistant III, Office Assistant to the Dean. I have a BS degree in Business Administration from Wayne State College. I have served as a senator on our local Support Staff Senate and held the office of Secretary on the Executive Board.

This is my second year in WEOPA and in NEOPA, although I was a member of both organizations in the early 1990's. I have always enjoyed challenges and learning new things.

I am married and have one daughter. She is an RN at the Creighton University Medical Center in Omaha. I have lived in Northeast Nebraska all of my life and in Wayne, specifically, for the last 24 years. I have a three year old miniature Dachshund named Dolly and she is a Diva! What's hers is hers, what's mine is hers, and what's yours is hers too, if you don't hang onto it tight enough! I enjoy quilting and crocheting in my spare time and I **love** the color pink.



# Meet Your Board of Directors

## Karen Jackson — Information/Technology Director

My employment at the University of Nebraska–Lincoln began in August of 2004. I was hired as a Programming Assistant for the Agricultural Research Division (ARD) on the East Campus. My main duties are to maintain the ARD website and aid in the publication of the ARD Newsletter. In the fall of 2006, the College of Agricultural Sciences and Natural Resources (CASNR) employed me on a temporary part-time basis assisting in the evaluation of transferring student credit hours when the student transfers to UNL. In January of 2007, CASNR employed me on a permanent part-time basis.

This is my fourth year in NEOPA, my fifth year in UNOPA, and my third year in NAEOP. During the four years that I have been with NEOPA, I have been the co-director and the director of the Information Technology committee. This committee is responsible for the NEOPA website and the NEOPA Listserv. I am also the director of the Communication Technology committee for UNOPA. This committee is responsible for maintaining the UNOPA website. I am presently working on my PSP/CEOE certifications with the hopes of receiving them by spring 2009.

My husband, David, is a professor in the Food Science and Technology department at UNL. We have three boys: Matt, 16, is a junior at Lincoln North Star High School and loves to play sports. He was on the Varsity, Junior Varsity, and Reserve football teams this past fall and on the Varsity and Junior Varsity baseball teams this past spring. He has his driver's license, which is a story in itself. Zach, 13, is in 7<sup>th</sup> grade at Dawes Middle School. He also loves to play sports and his select baseball team (Lincoln Spikes) won the World Series tournament in Arvada, CO. Football, by far, is his favorite sport. He lives and breathes football. Josh, 11, is in 5<sup>th</sup> grade at Campbell Elementary. And guess what, he loves to play sports, too! This will be his second year playing tackle football and he also plays baseball through the Jr. Saltdog League. We have a dog named Cookie. She is a Lhasa Apso and is a very laid-back dog which is what we need for our busy lives.

I enjoy cooking, crafts, playing the piano, music, reading, and walking whenever I get the chance, which isn't too often with three growing boys in the house.



**Karen Jackson**  
Information /Technology  
Committee Director

## Carol Bom—Presidential Advisor

I have been a NEOPA member for eight years. I've been *the NEON* editor, Information-Technology Director, President-elect, President, Immediate Past President, and now Presidential Advisor. I am the current president of the new affiliate NDEOPA – Nebraska Department of Education Office Professional Association. (I am still an associate member of UNOPA and LPSAOP. I enjoy belonging to all of these associations and have learned much about valuing the differences between them and yet the similarities as well.)

I am employed at the Nebraska Department of Education. I have been there for three years. I work with the Statewide Assessment Team. Any time you have children or grandchildren talking about the Statewide Writing Assessments or classroom assessments, my department has something to do with it.



**Carol Bom**  
Presidential Advisor

I have been a member of NAEOP, our national affiliate, for eight years. I have attended seven national conferences. My first was in Greenville, South Carolina; then Boise, Idaho; Boston, Massachusetts; Tucson, Arizona; Dallas, Texas; Seattle, Washington and most recently, Denver, Colorado. I have served on the Professional Development committee for NAEOP and the Advisory Council committee. At this year's national conference in Denver, I was elected to serve on the Affiliations & Advisory Council committee for the upcoming year. I have enjoyed getting to know the NAEOP members in the State Department Council. We are small in number, and that helps make it easy to communicate with each other.

I have been married to Phil for 25 years. We have one daughter, Sara, who graduated from the University of Nebraska-Kearney in December of 2007 and got married in May 2008. We live in northeast Lincoln. I enjoy reading, cross-stitching, and working on the web pages - it is fun! We have been members of the UNL women's basketball team's booster club for many years and enjoy attending games.



# NEOPA Scholarship

## Nebraska Educational Office Professionals Association Student Scholarship Guidelines

The members of the Nebraska Educational Office Professionals Association (NEOPA) annually award a scholarship to a qualifying graduating student who has completed a major course of study in the area of Business Education in a Nebraska high school or may currently be pursuing such a course of study in a post-secondary institution of higher learning.

Guidelines for awarding this scholarship will comply with the requirements for the Marion T. Wood (MTW) Student Scholarship awarded nationally so that the recipient will be Nebraska's entry for the MTW Student Scholarship. In the event that a local association has already submitted this recipient's name, the alternate will be NEOPA's candidate for the MTW Student Scholarship.

### Eligibility

- ☐ Graduation from a Nebraska high school or its equivalent, i.e. GED.
- ☐ Completion of two or more business education courses (four semesters) from among the following: computer classes, keyboarding, typing, shorthand, accounting, office practices and procedures, and/or bookkeeping.

### Application Process

The candidate must complete the application and the biographical information form provided by NEOPA. **The application must be keyboard generated.**

If a **Graduating High School Senior**, the application must include:

- ☐ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ☐ Three (3) letters of recommendation:
  - ☐ One from a principal, counselor or other administrator which describes the student's character, personality, initiative, and home background
  - ☐ One from a business education teacher
  - ☐ One from a non-family, non-educational office professional member.
- ☐ An official high school transcript indicating class rank at the end of the junior year.

If a **Higher Education Student**, the application must include:

- ☐ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ☐ Three letters of recommendation:
  - ☐ One from an advisor or counselor who can describe the student's activities/leadership record and the student's character, personality, and initiative
  - ☐ One from a former teacher or former/present employer
  - ☐ One from a non-family, non-educational office professional member
- ☐ An official college transcript.

Applications for this award must be postmarked by **January 15, 2009**.

**Submit the original and two (2) photocopies** of the application and support material. Materials will not be returned.



# NEOPA Scholarship

## Nebraska Educational Office Professionals Association Student Scholarship Guidelines

### Scholarship Determination Process

Award of the scholarship is based upon academic achievement, financial need and initiative of the student.

The scholarship amount will be determined according to available funds and will be awarded annually in the spring. It will be awarded in the amount of \$1000.00 for the 2009-2010 school year. The applicant must have applied for admission to a higher education institution. The course of study will prepare him/her to enter an office-related profession, preferably in the field of education. If the recipient is unable to enroll in an institution of higher education by the fall term of the year he/she is selected, the scholarship will be deemed forfeited and the award will be given to the alternate. All applications will be kept until enrollment of the recipient has been verified.

Judges selected by the NEOPA Scholarship Committee will determine the award winner and the alternate. The recipient's school will be notified prior to the school's awards assembly and the recipient will be invited to the Spring Conference where the NEOPA Scholarship Certificate will be presented.

Two payments of \$500.00 will be made by check, one per semester, to the institution verifying the recipient's enrollment. It is the responsibility of the recipient to submit the required information to the NEOPA President for payment.

**Return application, support materials and two photocopies of all to:**

**Joyce Trevett, Awards Committee Director  
School of Arts and Humanities  
Wayne State College  
1111 Main St  
Wayne NE 68787**

**Postmark Deadline: January 15, 2009**



The Nebraska Educational Office Professionals Association  
Student Scholarship directions and form is available on-line at:  
<http://neopa.unl.edu/pdf/NEOPA%20student%20scholarship%20guidelines08-09.pdf>



# NEOPA Scholarship

## Nebraska Educational Office Professionals Association Scholarship Application – MUST BE KEYBOARD GENERATED

Full Name \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Street City State Zip

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Female \_\_\_\_ Male \_\_\_\_

Name and address of high school or college you now attend \_\_\_\_\_  
\_\_\_\_\_

Graduation date from high school/college \_\_\_\_\_

List in order of preference three colleges, universities or business schools where you have formally applied for admission or the institution where you are presently enrolled.

Accepted  
YES NO

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

List any extra-curricular school activities including athletics, music, and any offices held.

\_\_\_\_\_  
\_\_\_\_\_

Academic awards or honors \_\_\_\_\_  
\_\_\_\_\_

List any community activities (non-school) including offices held.

\_\_\_\_\_  
\_\_\_\_\_

Have you worked part-time during your school career? If so, list:

<u>Where Employed</u>	<u>Primary Responsibility</u>	<u>Dates</u>
-----------------------	-------------------------------	--------------

\_\_\_\_\_  
\_\_\_\_\_



# NEOPA Scholarship

## Nebraska Educational Office Professionals Association Biographical Information – MUST BE KEYBOARD GENERATED

Applicant's Name \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Father's Address \_\_\_\_\_  
City State Zip

Mother's Address \_\_\_\_\_  
City State Zip

Father's Occupation \_\_\_\_\_ Mother's Occupation \_\_\_\_\_

Stepparent/Guardian/Spouse's Name, if applicable \_\_\_\_\_

Number of dependent brothers/sisters and their ages \_\_\_\_\_

Will your parent/s assist you financially in continuing your education? \_\_\_\_\_

How much additional assistance do you feel you will need to continue your education after  
graduation from high school or to continue in college? \_\_\_\_\_

What is your chosen major? \_\_\_\_\_

What are your career plans? \_\_\_\_\_

Please check the range of your family's income.

\_\_\_ Below \$15,000 \_\_\_ \$20,000-\$24,999 \_\_\_ \$30,000-\$34,999 \_\_\_ \$40,000-\$44,999

\_\_\_ \$15,000-\$19,999 \_\_\_ \$25,000-\$29,999 \_\_\_ \$35,000-\$39,999 \_\_\_ \$45,000-\$49,999

\_\_\_ \$50,000 or above

List any other family/financial circumstances that should be considered. \_\_\_\_\_

I, the applicant, certify that the above information is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Return application, support materials and two photocopies of all to:**  
**Joyce Trevett, Awards Committee Director**  
**School of Arts and Humanities**  
**Wayne State College**  
**1111 Main St**  
**Wayne NE 68787**

**Postmark Deadline: January 15, 2009**

Scholarship Page 2



# National Conference News

## National Conference Recap

Broomfield, Colorado, July 7-11

Submitted by Becky Hastings, NEOPA President

This year's national conference was held in Broomfield, Colorado which is located right outside of Denver. The conference was hosted by the following six states – Colorado, Kansas, Nebraska, New Mexico, Utah and Wyoming. Each state was responsible for planning one or more events. Nebraska hosted the Hospitality room one day – planned, coordinated and presented the First Timers Orientation, and planned, coordinated and hosted the PSP Banquet. It took a team effort from the members of NEOPA to make "our part" as successful as it was! I want to thank everyone who helped in any way.

Nebraska had 49 members attend the conference. I believe this may be one of the largest numbers we've had in quite a while.

A few things that the conference schedule consisted of were:

**\*\*Institute classes:**

- Trust Matters
- Building Healthy Work Teams
- The Humor Clinic
- The Power of Positive Action
- Influential Interpersonal Communications Skills
- The Success Guide to Life Management
- How to Get Your Supervisor to Support –  
and Fund – Your Professional Development

**\*\*Briefing sessions:**

- Professional Standards Program (PSP)
- Membership – Potential – Pride – Purpose
- PSP Recertification
- The Changing Roll of the Educational Office Professional
- Greetings & Salad Dressing!
- Enhanced Relationships through Social Intelligence
- I Can Do That!
- When the Dream Becomes a Reality
- Parliamentary Procedure
- Affiliate Presidents/President Elects
- Be All You Can Be



Mural from PSP Banquet  
Designed by Christine Carey's  
sister Debbie Downing

As you can see, by attending the Institute classes and/or briefing sessions, this is another great opportunity for you to enhance your Professional Growth.



## National Conference News

### Congratulations to those who received the following media awards

**LPSAOP – Angie Bushman**

1<sup>st</sup> place in the “Local Newsletter Category”  
for the Chronicle

**UNOPA – Tonda Humphress and Deb Rosenau**

3<sup>rd</sup> place in the “Local Newsletter Category” for  
UNOPA Notes

**NEOPA – Karen Jackson (UNOPA)**

1<sup>st</sup> place in the “Skilled Professional Design Category”  
for the NEOPA website

**LPSAOP – Andrew Sorensen**

2<sup>nd</sup> place in the “Skilled Professional Design Category”  
for the LPSAOP website



## National Board Committees

### Many of our members were elected to National Board Committees:

- Carol Bom, CEOE, NDEOPA & Lisa Morehouse, CEOE, LPSAOP -  
**Affiliations & Advisory Council**
- Deb Ryan, CEOE, LPSAOP - **Awards**
- Amy Chandler, CEOE, LPSAOP - **Membership**
- Sandy Lineberry, UNOPA and Julie Kleager, CEOE, LPSAOP - **Nominations & Elections**
- Becky Hastings, UNOPA & Kathy Janda, CEOE, LPSAOP - **Scholarship (Student)**

### Installed on the NAEOP Board was:

-Lola Young, CEOE, UNOPA - Central Area Director



# National Conference News

## Nebraskan captures awards at NEAOP National Conference National Educational Administrator of the Year.

At the awards luncheon, Dr. Z.B. Mayo from the University of Nebraska-Lincoln received the National Educational Administrator of the Year award and Troy Becker from Creighton, Nebraska, was one of the Marion T. Wood Student Scholarship winners.

The PSP banquet was one of the "main events" for several NEOPA members. Receiving their CEOE were: Susan Bell, Carol Wusk, Deb Daehnke, Cynthia Knight, Rhonda Meyer and Linda Teach. Presented with PSP certificates for the levels that they received were: Dena Hare, Connie Hawkins, Linda Klimm, Linda Hendrix and Carol Reed. A PSP "After Glow Reception" was held after the banquet to congratulate the NEOPA members on their accomplishments!

The 75<sup>th</sup> national conference will be held in Minnesota July 20-24, 2009. If you haven't attended a national conference this would be a good opportunity for you to network, make new friends and learn new things that you can use to become more successful in NEOPA and in your workplace. Hope to see you in Minnesota.

By Becky Hastings, NEOPA President



Lola Young, CEOE, Central Area Director presents the National Educational Administrator of the Year award to Dr. Z.B. Mayo from the University of Nebraska-Lincoln.



The Nebraska Delegation cheers at the National Conference.



Who has served  
as faculty?



How many members from  
UNOPA attended the  
National Conference?



# National Conference News



Joyce Trevett and Suzanne Penn, WEOPA  
enjoying the PSP Banquet

## “Bridging More than Gaps”

Submitted by Joyce Trevett, WEOPA

You know how everyone always says “Oh, I hear you’re going to attend the National Conference in Denver. You are going to have such a great time.” Yes, I did have a great time, but it was so much more than that to me. I learned tools to put myself, my job, my career goals, and my attitude about all of these areas into a clear, workable approach for me.

I attended 4 briefings and 2 institutes, as well as the Central Area Council breakfast and the Higher Education Council breakfast. Each of these gave me an insight into one piece of the goal I had set for myself. I learned that others share the same problems and obstacles that I face in my job and that there is always a solution, whether you like it or not.

I learned that how you feel about yourself is important in how you approach your job. I learned that a sense of humor will take you so much further than a negative attitude and that it is not a bad thing to laugh at yourself or the situation from time to time, no matter how bad it seems at the time.

So, when asked if I will another conference, I have to say I hope so very much. Of course, meeting office professionals from all over the nation was wonderful and exciting. Attending the PSP and Installation banquets was so glamorous and rewarding. But I would have to say that listening, sharing and networking with others was definitely a high point for me. So now I can say to others, “Oh, you’re going to attend the National Conference in Minneapolis? You are going to have such a great time and gain so much more.”



Who has a Diva in the family?



Whose family lives and  
breathes sports?



Nebraska Hosts the Hospitality Room—Left to right:  
Dee Oltman, Annie Hitzeman, Jan Skoog,  
Sharon Hitzeman, Kathy Janda and an un-identified lady in front.



## National Conference News



NAEOP Conference & Institute Co-Chairs for 2010 in Kansas City - Left to right:  
Vicki Phillippe, MO, Institute Co-Chair - Iris Maxwell, CEOE, MO, Conference Co-Chair  
Lola Young, CEOE, NE, Central Area Director  
Annette Miller, CEOE, MO, Conference Co-Chair - Lisa Morehouse, CEOE, NE, Institute Co-Chair

### **“How to Sell the NAEOP Conference to Your Supervisor”**

A report from the NAEOP conference by Carol Bom, CEOE and Gretchen Walker, CEOE

Catchy title? At the National Association of Educational Office Professionals (NAEOP) annual conference in Denver, Colorado, three UNOPA members (Gretchen Walker, Carol Wusk and myself) attended this institute session presented by Dr. Anne LaPlante, an Associate Superintendent, Natrona County School District, Casper, Wyoming. Dr. LaPlante was also the 2003-2004 NAEOP Administrator of the Year winner.

The first thing she asked is “How will attending a conference benefit you, the organization and me, your supervisor?” Dr. LaPlante encouraged us to bring back information from the conference and share it with others. Tell your supervisor how you are going to use what you learned. Your supervisor wants to know how this investment of their money is going to benefit them and the organization. So, figure out how to give the information back – share with your co-workers at a brown bag session, give a briefing with tips on what you learned, or host some classes in your district or college. You might even suggest that you would be willing to work off half of the cost of the conference by presenting a training program to fellow colleagues.

The act of giving and receiving works here – you will also receive benefits from giving. You will have more self-confidence, begin setting up networks, increase communication skills, and you will start to see a validation of your work. By attending conferences and workshops you may become rejuvenated and excited to use and spread your new knowledge and skills.

Other items of discussion were the costs or cons to you, your organization and your supervisor when you attend a conference or workshop, and the barriers you may have encountered. Watch further NEONs for updates and the rest of the story.



# National Conference Pictorial



Echo Lake



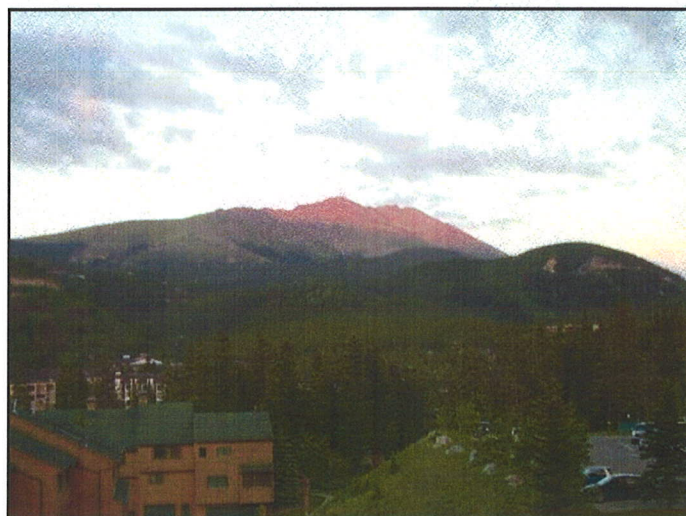
Enjoying the Awards Luncheon (L to R)  
Brenda Roseberry, Carol Bom  
Jay and Gloria Morehead



Friends Forever - Left to right:  
Dee Oltman, Deb Ryan,  
Julie Kleager, and Lisa Morehouse



NEOPA Member photo - names in order (L to R )are:  
Carol Bom, Barbara Homer, Becky Hastings,  
Carol Wusk, Doreen Wagenaar,  
Linda Luedtke, and Suzanne Penn.



Breckenridge sunset



# Central Area News



## Mark your Calendars

### 2009 Central Area Professional Development Days

#### "Cultivating Your Talents"

Eastland Suites and Conference Center

Urbana, Illinois,

March 27-29, 2009

Our Central Area Breakfast in Broomfield is now history and plans are underway for the 2009 Central Area Professional Development Days. The theme: "Cultivating Your Talents," the location: Eastland Suites and Conference Center in Urbana, Illinois, the dates: March 27-29, 2009. I do hope you're making plans now to attend the 2009 Central Area Professional Development Days. I'm certain this will prove to be another outstanding opportunity for professional growth. As information becomes available, I will send it out to all of NAEOP's Central Area members via the monthly updates.

If you're not a member of NAEOP, now is the time to join this group of dynamic educational office professionals so you can take advantage of all the benefits. If you would like information on membership, I would welcome the opportunity to communicate with you ([lyoung5@unl.edu](mailto:lyoung5@unl.edu) or work phone 402-472-1047). If you will allow me to recruit you as a result of this article, send me your membership form along with a check for \$40.00, and I would be happy to contribute the remaining \$5.00 toward your membership fee.

Lola Young, CEOE,  
Central Area Director

## Top Ten Memberships by State

Texas	276	South Central Area
Mississippi	194	Southeast Area
<b>Nebraska</b>	<b>162</b>	<b>Central</b>
Colorado	151	South Central Area
Florida	144	Southeast Area
Illinois	99	Central
Arkansas	90	Southeast Area
Missouri	83	Central
Kansas	81	Central
Minnesota	66	North Central

## Membership Totals

<b>Central Area - 482</b>
Illinois, Indiana, Iowa, Kansas, Missouri, Nebraska
<b>Southeast - 544</b>
Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Tennessee, Bermuda
<b>South Central - 454</b>
Colorado, New Mexico, Oklahoma, Texas
<b>North Central - 97</b>
Minnesota, North Dakota, South Dakota, Wisconsin, Canada, Ontario



Who is Dr. Anne LaPlante?



Name UNOPA's President.



What honor did Lola Young receive at the National Conference?



# NAEOP Membership Form

## Membership Form for the National Association of Educational Office Professionals

Membership Type:	<input type="checkbox"/> Active - \$45	<input type="checkbox"/> Retired - \$25
<input type="checkbox"/> Associate - \$45	<input type="checkbox"/> Institutional - \$80	<input type="checkbox"/> Corporate - \$55

Membership Application Continuous Membership (12 full months)

- ☐ New Membership    ☐ Renewal Membership    Membership Number:  
☐ Magazine Annual Subscription - \$25    ☐ Magazine Annual Subscription (Retired) - \$10

-All fees must be paid in U.S. Dollars  
 -Outside of U.S. special postage and handling charges apply. Please add an additional \$15.  
 -Active membership fees include a one-year subscription to the associate magazine.  
 -Dues are not deductible as a charitable contribution for income tax purposes.

### Membership Information:

Job description:

- ☐ Elementary    ☐ Middle School/Junior High    ☐ Secondary/High School  
☐ Higher Education    ☐ State Department    ☐ Administration  
☐ Career & Technical Education    ☐ Retired    ☐ Other:

Name:

Address:                      City:                      State:                      Zip:

Home phone:                      Office phone                      Ext.

Fax:                      Email:

Recruited by (Name):

Method of Payment: ☐ Check    ☐ MasterCard    ☐ Visa

Cardholder's Name:

Card Number:                      Expiration Date:

Signature:

Mail or Fax to:

NAEOP  
 PO Box 12619  
 Wichita, KS 67277-2619  
 Fax: 316-942-7100

The National Association of Office Professionals  
 Membership form is available on-line at:  
<http://www.naeop.org/forms/Membership%20Form.pdf>



# NEOPA Membership Form



## NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

MEMBERSHIP FORM  
July 1, 2008 – June 30, 2009

Type of Membership: ☐ Renewal: member number \_\_\_\_\_  
☐ New: recruited by \_\_\_\_\_

Classification: ☐ Active \$15.00 ☐ Associate \$15.00 ☐ Retired \$10.00

### PERSONAL DATA

### EMPLOYMENT DATA

Name \_\_\_\_\_ PSP Level \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Birthday (Month/Day) \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Educational Institution \_\_\_\_\_  
School/Department/Box # \_\_\_\_\_ Office Telephone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name of Supervisor and Telephone \_\_\_\_\_

### LOCAL

☐ I am a member of a local association: \_\_\_\_\_

### NATIONAL

☐ I am a member of the National Association of Educational Office Professionals (NAEOP)

I would like more information regarding:

- ☐ National association (NAEOP)  
☐ Professional Standards Program (PSP) certification

### STATE

I'm interested in working with the following NEOPA committee(s):

- |   |  |  |                                      |
|---|--|--|--------------------------------------|
| <input type="checkbox"/> Finance                | <input type="checkbox"/> Field Service                     | <input type="checkbox"/> Awards        | <input type="checkbox"/> Bylaws      |
| <input type="checkbox"/> Nominating             | <input type="checkbox"/> PSP                               | <input type="checkbox"/> NAEOP Liaison | <input type="checkbox"/> Newsletter  |
| <input type="checkbox"/> Ways & Means           | <input type="checkbox"/> Membership                        | <input type="checkbox"/> Publicity     | <input type="checkbox"/> Scholarship |
| <input type="checkbox"/> Information/Technology | <input type="checkbox"/> No preference, will help anywhere |  |                                      |

Make check payable to NEOPA and mail with membership form to:

NEOPA Membership Director  
P.O. Box 83872  
Lincoln, NE 68501-3872

Check Number \_\_\_\_\_



The Nebraska Educational Office Professionals Association membership form is available on-line at:  
<http://neopa.unl.edu/pdf/Membership%20Form%2008-09.pdf>



# Affiliate News

## UNOPA University of Nebraska Office Professionals Association

Submitted by Mary Guest, CEOE, President

Welcome back! This summer has flown by. I hope everyone enjoyed their summer!

UNOPA celebrated its 45<sup>th</sup> Anniversary at our March meeting with a power point presentation of UNOPA's history, a booklet with excerpts from 45 years of UNOPA Notes, and, of course, anniversary cake! We will start planning and fundraising for our 50<sup>th</sup> anniversary celebration.

The 2008-2009 UNOPA board was installed on May 13. Elected officers for this year are:

Mary Guest, CEOE, President  
Peg Johnson, President-Elect  
Tonda Humphress, Recording Secretary  
Cindy Knight, CEOE, Corresponding Secretary  
Grace Li, Treasurer

Our theme this year is "Make a Ripple, Make a Wave." This represents the variety of involvement of the members, and regardless of how an individual is able to contribute, together we will create a force that can make a difference. All members are important. This year, we want to focus on our members to let them know how vital each one is to the success of UNOPA.

In June, Barbara Homer and Linda Luedtke "produced" our Summer Social at the Temple Building. Theatrical productions are staged in this building by the University of Nebraska-Lincoln students in the Johnny Carson School of Theatre and Film. Johnny Carson donated \$5.3 to the University of Nebraska Foundation to expand and renovate the Temple Building. We were lucky enough to get a backstage and behind the scenes tour. We enjoyed a great dinner, many door prizes, and then a movie at the Mary Riepma Ross Media Arts Center. It was a great evening!

The month of July found 18 UNOPA members traveling to the 74<sup>th</sup> Annual NAEOP Conference and Institute in Broomfield, Colorado. It was really great to see that Nebraska had the largest delegation present. Cindy Knight and Carol Wusk attended the PSP Banquet and received their certificates. Sandy Lineberry was elected to the Nominations and Elections Committee and Becky Hastings was elected to the student Scholarship Committee. UNOPA Notes received 3<sup>rd</sup> place in the Rachel Maynard Communications Award competition. UNOPA member, Karen Jackson, received 1<sup>st</sup> place for the NEOPA website. And last, but definitely not least, UNL's professor, Dr. Z. B. Mayo, received the 2008 NAEOP Administrator of the Year Award, and we were thrilled that he was able to be in Broomfield to accept the award at the Awards Luncheon. Congratulations to all!

In August, we welcomed the students back for the Fall semester. During this month, the UNOPA board members were busy preparing the 2008-2009 budget and arranging speakers for UNOPA meetings and workshops. I hope your year is off to a great start and I look forward to getting together at the NEOPA Fall Workshop!



How many kids does President Becky Hastings have?



What is "Cultivating Your Talents"?



Who has four males in her family?



## Fall Workshop



# NEOPA

NEBRASKA EDUCATIONAL OFFICE  
PROFESSIONALS ASSOCIATION



## 2008 FALL WORKSHOP

**Friday, October 17, 2008**

Wayne State  
College  
Student Center

**Topics include:**

**Introduction to Crisis/Emergency Management Basics**

**Incident Management Roles**

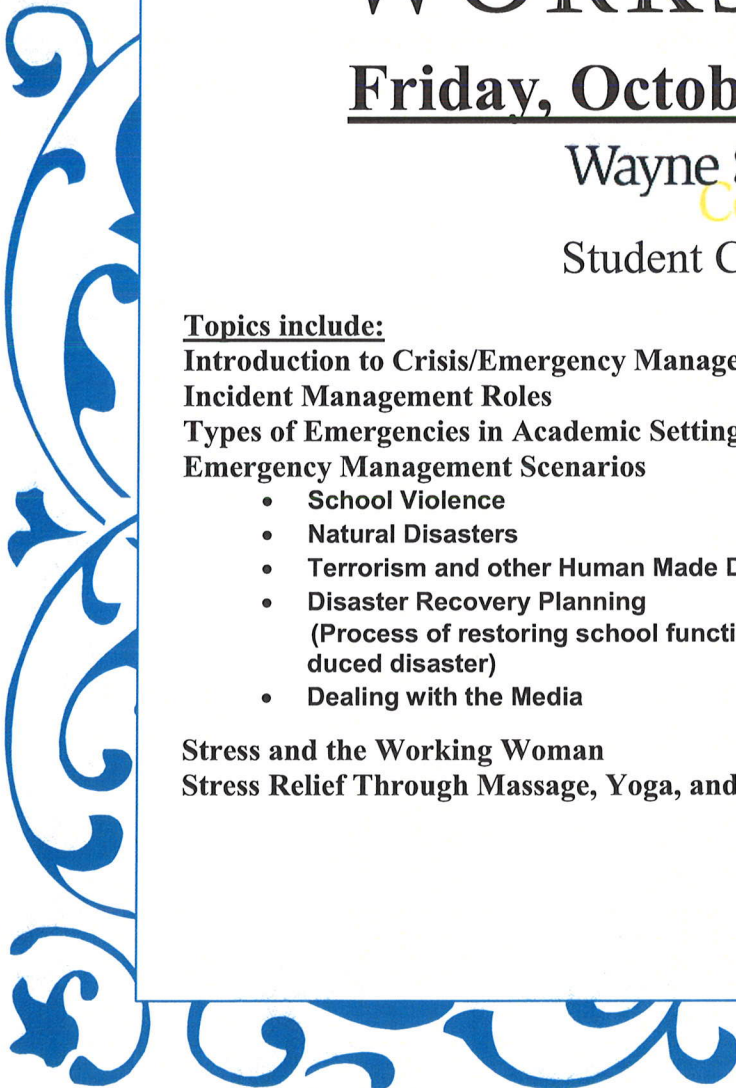
**Types of Emergencies in Academic Settings**

**Emergency Management Scenarios**

- **School Violence**
- **Natural Disasters**
- **Terrorism and other Human Made Disasters**
- **Disaster Recovery Planning**  
(Process of restoring school functioning after a natural or human produced disaster)
- **Dealing with the Media**

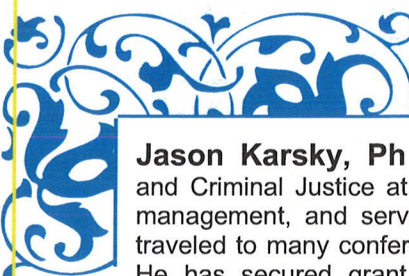
**Stress and the Working Woman**

**Stress Relief Through Massage, Yoga, and Breathing Techniques**

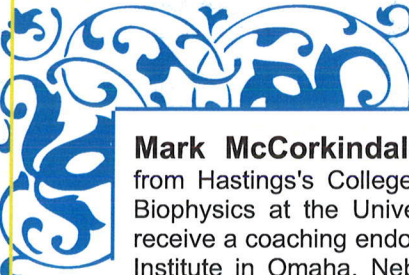







## Fall Workshop



**Jason Karsky, Ph D** is an Associate Professor in the Department of Sociology, Psychology, and Criminal Justice at Wayne State College. He authored the new curriculum in emergency management, and serves on the campus Disaster Planning Group. Over the years, he has traveled to many conferences and presented on various emergency management related topics. He has secured grant funding and developed two large scale multi-agency mock disaster scenarios. One involved a bus accident with 50+ victims, while another involved an airplane crash into a fertilizer chemical company. He is the 2006 George Rebensdorf Teaching Excellence Award Winner for the Nebraska State College System.



**Mark McCorkindale, MD** — Mark received his Bachelor's of Education degree in 1984 from Hastings's College and then attended on year of Graduate School for Physiology and Biophysics at the University of Nebraska Medical College. He then returned to college to receive a coaching endorsement in 1986. In the fall of 1986 he was hired by the Eppley Cancer Institute in Omaha, Nebraska to do colorectal and skin cancer research. This is where he remained until fall of 1988 when he started Medical School at the University of Nebraska Medical College. He graduated in 1992 and proceeded to Sioux City, Iowa for a Family Practice Residency at Siouxland Medical Ed through the University of Iowa. He finished in 1995 and started practice with the Northeast Nebraska Medical Group in Wayne, Nebraska. Since that time he has been quite active in education of both High School and College medical students. He has been assigned a preceptorship for the University of Nebraska and St. Louis University where he is still an adjunct medical staff member. Since 1995, Mark has lectured at local high schools and colleges on a variety of topics. From 1995-2005 he held monthly educational symposiums for the community of Wayne entitled "Because We Care Luncheons". At these luncheons he covered multiple topics pertaining to adult health and wellness and preventative healthcare. He remains a full-time physician at the Wayne Mercy Medical Clinic in Wayne, Nebraska.



**Connie Hassler, LMT**— Connie is a graduate of Wayne State College with a BS in Human Service Counseling / Psychology / Sociology. She worked in the Addiction and Mental Health field prior to attending the Bio-Chi Institute in Sioux City, Iowa to become a massage therapist. Connie has been the owner of Back In Touch in Wayne Nebraska for eleven years. She specializes in Swedish, Deep Tissue, Myo-fascial Release, Muscle Release Techniques & Lymph Drainage.



# Fall Workshop

## 2008 FALL WORKSHOP

Registration & Continental Breakfast 8:15—Student Center

### Jason Karsky, Ph D

- 9:00 am Introduction to Crisis/Emergency Management Basics  
9:30 am Incident Management Roles  
10:00 am Types of Emergencies in Academic Settings  
10:30 am Break  
10:45 am Emergency Management Scenarios and Reenactments
- School Violence
  - Natural Disasters
  - Terrorism and other Human Made Disasters
  - Disaster Recovery Planning (Process of restoring school functioning after a natural or human produced disaster)
  - Dealing with the media

### Lunch / Business Meeting

11:45 am

### Mark McCorkindale, MD

1:30 pm Stress and the Working Woman

2:30 pm Break

### Connie Hassler, LMT

2:45 pm Stress Relief Through Massage, Yoga, and Breathing Techniques

3:45 pm-4:00 pm Wrap Up



## 2008 FALL WORKSHOP

Friday, October 17, 2008



Name: \_\_\_\_\_ CEOE [ ] Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Email: \_\_\_\_\_

First Time attendee \_\_\_\_ Yes \_\_\_\_ No Local Assoc: \_\_\_\_\_

\_\_\_\_ I will need a parking permit.

\_\_\_\_ I will be arriving Thursday night and would like a Welcome to Wayne packet.

### Registration POST MARKED - October 8, 2008

(no refunds after this date—October 10, 2008)

\_\_\_\_ \$40.00 NEOPA members

\_\_\_\_ \$55.00 Non-NEOPA members

Checks should be made payable to **NEOPA**



#### Please mail/fax registration to:

Cindy Franzen  
Records & Registration  
1111 Main St  
Wayne NE 68787

cifranz1@wsc.edu  
Fax: 402-375-7047  
Phone: 402-375-7243



# Fall Workshop



## 2008 FALL WORKSHOP

Friday, October 17, 2008



Noon Meal is a Buffet.

Please contact the Workshop Coordinator (Cindy Franzen) for special dietary needs.

Registration includes: Materials related to Workshops/Speakers, Continental Breakfast, and Noon Meal.

Optional Breakfast is available through our cafeteria in the Student Center at a cost of \$4.40

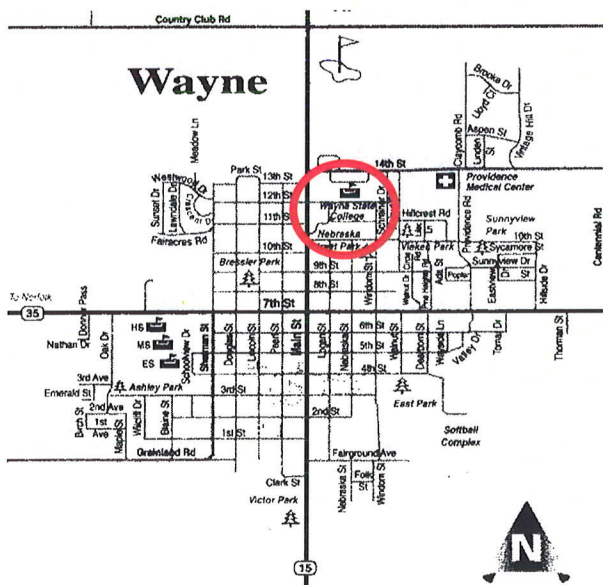
### Lodging:

**Super 8 - 402-375-4898**

610 Tomar Drive - East Hwy 35

\$49.88 for 1 person/1bed

\$55.00 for 2 people/2 beds



**Wayne State College is located in NE Nebraska,  
1111 North Main St, Wayne NE 68787**

7 blocks north of the intersection of Hwy 15 & Hwy 35

134 miles from Grand Island, 136 miles from Lincoln,  
34 miles from Norfolk, 105 miles from Omaha

**Rotation of future  
Fall Workshops  
&  
Spring Conferences**

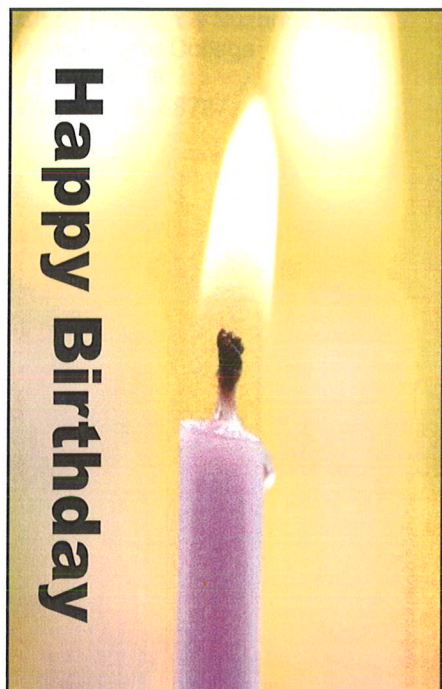


Fall 2008 WEOPA  
Spring 2009 UNOPA  
Fall 2009 OEOPA  
Spring 2010 LPSAOP  
Fall 2010 SEOPA  
Spring 2011 NEOPA Board





# Birthday News



Johnson, Candy ..... 8/04  
 Shaw, Sandy ..... 8/05  
 Pyle, F. Jean ..... 8/08  
 Ahlberg, Joyce ..... 8/09  
 Hare, Dena L. .... 8/10  
 Bates, Kimberly ..... 8/11  
 Howard, Noretta ..... 8/11  
 Eltiste, Jane ..... 8/12  
 King, Sheila ..... 8/13  
 Summers, Nancy ..... 8/13  
 Tatroe, Michele ..... 8/13  
 Bartlett, Susan ..... 8/15  
 Rabe, Phyllis ..... 8/16  
 McCoy, Deanna ..... 8/18  
 Shimmin, Jeanie ..... 8/19  
 Vaughn, Beth ..... 8/25  
 Watmore, Sandy ..... 8/26  
 Young, Lola ..... 8/28  
 Young, Martha ..... 8/30

Rosenthal, Gail L. .... 9/04  
 Chandler, Amy L ..... 9/05  
 Kardell, Jeanne Ann ..... 9/06  
 Gilleland, Sue ..... 9/08  
 Jay, Harriett ..... 9/11  
 Roseberry, Brenda ..... 9/13  
 Morehead, Gloria ..... 9/15  
 Rastede, Judith ..... 9/15  
 Oltman, Dee ..... 9/16  
 Archart, Kathryn ..... 9/18  
 Guest, Mary ..... 9/20  
 Meier, Tammy ..... 9/21  
 Berry, Lynette ..... 9/22  
 Graybill, Joyce E ..... 9/22  
 Lahm, JoAnne ..... 9/22  
 Mostek, Geri ..... 9/25  
 Teach, Linda ..... 9/30

Rushman, Angela ..... 10/08  
 Betten, Mary ..... 10/10  
 Backstrom, Virginia ..... 10/11  
 Harrison, Jean ..... 10/14  
 Beckmann, Kerry ..... 10/15  
 Johnson, Peg ..... 10/17  
 Robertson, Cathy ..... 10/18  
 Batt, Lana ..... 10/20  
 Bowden, Tammy ..... 10/20  
 London, Kathy ..... 10/20  
 Gress, Jamie ..... 10/21  
 Hansel, Linda ..... 10/21  
 Yeck, Judy ..... 10/23  
 Harter, Nancy ..... 10/24  
 Mostek, Denise ..... 10/25  
 Bell, Susan ..... 10/26  
 Grimes, Vicki ..... 10/26  
 Reed, Carol ..... 10/26  
 Svendsen, Tren ..... 10/27  
 Herrold, Wendy Renee .. 10/29  
 Wiechert, Rose ..... 10/30  
 Ball, Carri ..... 10/31

Stilwagon, Jessica ..... 11/01  
 Wusk, Carol ..... 11/02  
 Hastings, Becky ..... 11/03  
 Barry, JoAnn ..... 11/05  
 Brett, M. Kay ..... 11/06  
 Skoog, Janet ..... 11/06  
 Carley, Barbara ..... 11/12  
 DeShon, Lynn ..... 11/12  
 Hendrix, Linda ..... 11/15  
 Gallardo, Sherry ..... 11/19  
 Homer, Barbara ..... 11/19  
 Roth, Pam ..... 11/22  
 Hiatt, Roxane L ..... 11/29  
 Cary, Christine ..... 11/30

Bom, Carol ..... 12/01  
 Hust, Patricia ..... 12/01  
 Walker, Gretchen ..... 12/02  
 Fredrickson, Angie ..... 12/03  
 Tutt, Betty ..... 12/03  
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